

Retention and Classification Report

Agency: Bountiful (Utah) (110)

790 South 100 East
Bountiful, UT 84010
801-298-6140

Records Officer Shawna Andrus

85233	Balance sheets
85151	Building permits
13049	Business license applications
84974	City Council minutes
24942	Drug test negative results
24362	Drug test positive results
04483	Individual payroll records
22970	Payroll register, history and related files

AGENCY: Bountiful (Utah)

SERIES: 85233

3

TITLE: Balance sheets

DATES: i 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

Balance sheets for city personnel. Each sheet list expenditures by specific fund and shows total amount paid out for the time specified.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Bountiful (Utah)

SERIES: 85151

4

TITLE: Building permits

DATES: i 1965-

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1965 through 1974.
Retain in State Archives permanently.

APPRAISAL:

Administrative

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: Bountiful (Utah)

SERIES: 85151

TITLE: Building permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Bountiful (Utah)

SERIES: 13049

3

TITLE: Business license applications

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Bountiful (Utah)

SERIES: 84974

4

TITLE: City Council minutes

DATES: i 1899-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to establish city resolutions, prescribe rules and regulations consistent with State law, and to execute all other assigned responsibilities in an open and efficient manner (Bountiful Municipal Code 2015, Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 08/05/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1899 through 1977. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1899 through 2015. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1899 and continuing to the present. Retain in Office for 10 years.

AGENCY: Bountiful (Utah)

SERIES: 84974

TITLE: City Council minutes

(continued)

APPRAISAL:

Administrative Historical

These records are of historical interest as they document the decisions and actions of a municipal government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Bountiful (Utah)

SERIES: 24942

3

TITLE: Drug test negative results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 42.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Bountiful (Utah)

SERIES: 24942

TITLE: Drug test negative results

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302

AGENCY: Bountiful (Utah)

SERIES: 24362

3

TITLE: Drug test positive results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 41.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until administrative need ends whichever is shorter and then destroy provided it is transferred to personnel file if disciplinary action is taken.

APPRAISAL:

Administrative

AGENCY: Bountiful (Utah)

SERIES: 24362

TITLE: Drug test positive results

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302

AGENCY: Bountiful (Utah)

SERIES: 4483

3

TITLE: Individual payroll records

DATES: 1952-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Bountiful (Utah)

SERIES: 22970

1

TITLE: Payroll register, history and related files

DATES: 1952-

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

AGENCY: Bountiful (Utah)

SERIES: 22970

TITLE: Payroll register, history and related files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)